



**CITY OF CORONA  
CITYWIDE MAIL DISTRIBUTION SERVICES  
REQUEST FOR PROPOSALS (RFP) 18-003SB  
ADDENDUM No. 1**

**Administrative Services Department**  
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**Corona CA 92882**

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Addendum No. 1 to RFP 18-003SB issued to clarify sections of the RFP and respond to the “Requests for Information” as submitted by contractors.

All provisions to this Addendum No. 1 are hereby incorporated by reference into the subject RFP 18-003SB. Proposers shall account for all provisions pursuant to this Addendum No. 1 in submitting their proposals. Each proposer shall acknowledge receipt of this Addendum in the space provided herein.

**Question No. 1:**

Will the Contractor need to provide a postage meter?

**City response No. 1:**

The Contractor will not need to provide a postage meter on-site for the City of Corona, however the Contractor will need to have access to a postage meter to process mail for the City of Corona.

**Question No. 2:**

With Sub-contractors, These can change from those we currently hire. Do we need these list or group names prior to the Bid?

**City response No. 2:**

Contractors shall provide contact information for subcontractors using the “Designation of Subcontractors” Form provided in RFP 18-003SB

**Question No. 3:**

We have currently 4 years experience with courier and US postal mail delivery, would we be able to submit a bid? Your expectations seek 5 years, and we like to be a candidate for this BID.

**City response No. 3:**

Contractors will be permitted to submit proposals with less than five years’ experience. It is recommended that contractors meet the City’s RFP requirements.

**Question No. 4:**

How is the outgoing postage handled?

**City response No. 4:**

The current vendor processes the City's outgoing mail using the vendor's postage meter. The vendor keeps an accounting of all processed mail by each City department account number and invoices the City at the end of the month.

**Question No. 5:**

What is the estimated volume of the outgoing mail?

- Inter-office mail
- Pre-sort
- Parcels
- Other

**City response No. 5:**

The following information is based on the volume of mail processed for the month of September 2017:

PrstFlt5Digit	32
MtrPrstLtr	4529
MtrPrstFlt	32
Mtr Flats	140
Mtr Letters	415
Prst LtrND	4510

Should you have any additional questions or concerns, I can be reached at (951) 736-2369.

Thank you,

Scott Briggs  
Purchasing Specialist V